

COMPLETION INSTRUCTIONS FOR NOTICE OF REDUCED EARNINGS, DE 2063

This notice provides instructions on completing the Notice of Reduced Earnings, DE 2063.

A DE 2063 is prepared by you when a full-time employee becomes partially unemployed through no fault of his/her own, and:

- The employee works less than normal full-time hours because of lack of work; and
- The employee's normal weekly earnings are reduced by lack of work; and
- The employee's gross earnings, after deducting the first \$25 or 25 percent of the total earnings, (whichever is greater) are less than his/her weekly Unemployment Insurance benefit amount.

The DE 2063 must be completed and issued to the employee by the fifth day after the end of your payroll week. You must complete the DE 2063 for the seven consecutive days that correspond to your payroll week. If you pay your employees other than weekly, you must issue a DE 2063 for each calendar week. A calendar week as defined by EDD begins at 12:01 a.m. on Sunday and ends at 12:00 midnight, Saturday.

The employee must contact an EDD office no later than 28 days from the date the DE 2063 is issued. If the employee is unable to contact an EDD office within 28 days, inform the employee to call the EDD office as soon as possible.

If you have a layoff and know that there will be no work for an employee for more than two weeks, or you terminate an employee for any reason, do not issue a DE 2063. Instruct these employees to contact an EDD office at once.

INSTRUCTIONS FOR COMPLETING THE NOTICE OF REDUCED EARNINGS, DE 2063

1. Enter the employee's full name and Social Security Number.
2. Complete items 1 through 4 under "Employer's Statement."

NOTE: All earnings are reportable. Include compensation such as vacation, holiday pay, idle time pay, commissions, bonuses and board, lodging, or any other payment not paid by cash or check.

3. Complete the "Employers Certification," showing company name, telephone number, address, signature of employer or authorized representative, employer account number, and date issued to employee.

Give the DE 2063 to the employee to complete "Claimant's Statement" on the reverse of the form.

Instruct the employee to call EDD at:

EDD Telephone Numbers:

English	(800) 300-5616
Spanish	(800) 326-8937
Cantonese	(800) 547-3506
Vietnamese	(800) 547 2058
TTY (Non-Voice)	(800) 815-9387

If calling from outside California but within the United States, Canada, Puerto Rico, or the Virgin Islands, call (800) 250-3913.

You may order DE 2063s by:

- Calling EDD's 24-hour automated call system at (916) 322-2835
- Faxing your orders to (916) 928-5910
- Printing the forms from the Forms and Publications section of EDD's Home Page at www.edd.ca.gov
- Mailing your request to:

State of California
EDD Forms and Supply Warehouse
1733W Sports Drive, Suite A
Sacramento, CA 95834

If you have any questions or require further assistance, please call the toll free telephone number above.